



UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231
WWW.USPTO.GOV

FORM CD-260
REV. 6-86
DAO 202-335

MERIT PROGRAM

Announcement Number: **PTO-05-043**
Issue Date: **2/22/05**
Closing Date: **3/24/05**

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE

Information Technology Specialist
(INFOSEC)
GS-2210-13
Position is at the full performance level
One position
Competitive Service
Non -bargaining unit position
Salary Range: \$74,782 – 97,213 PA

VACANCY LOCATION

U. S. Patent and Trademark Office
Office of the Chief Information Officer
Executive for Architecture, Engineering, and
Technical Services
Information Technology Security Program Office
Information Security Policy and Standards Division

AREA OF CONSIDERATION

PTO Employees with Status
Current Federal Employees with Status
Non-Status (General Public) Applicants
Reinstatement Eligibles
DOC Surplus, Displaced Employees in
local commuting area

DUTIES: The incumbent of this position is responsible for information technology (IT) security policy implementation and serving as the System Development Manager (SDM) for Public Key Infrastructure (PKI) solutions that are part of the IT security infrastructure solutions developed and managed by the IT Security Program Office (ITSP). The incumbent also serves as backup to other SDMs responsible for a number of other IT security infrastructure services to include, but are not limited to, enterprise firewall consolidation (EFC), consolidated audit and logging solution (CALs), host- and network-based Intrusion Detection Systems (IDSs), and network-based system and database vulnerability scanners; and serves as a backup to the Certification and Accreditation (C&A) program lead providing technical oversight and ensuring compliance with the C&A program. Specifically, the incumbent serves as a senior technical expert and advisor supporting the formulation and implementation of information technology security policies affecting the Life Cycle Management (LCM) of all Automated Information Systems (AISs) and network devices and resources within the U. S. Patent and Trademark Office (USPTO). The incumbent becomes thoroughly familiar and remains current with Federal laws and regulations, Office of Management and Budget (OMB), Department of Commerce (DOC), National Institute of Standards and Technology (NIST), USPTO, and other applicable information technology security policies. Serves as the SDM responsible for providing project management and technical oversight of the external and internal PKI security infrastructure services affecting AISs that rely on those services within the USPTO; and works closely with executives to respond to department and OMB inquiries and brief executives and senior management as necessary to report IT security policies, security infrastructure systems, and C&A status. The employee works closely with executives, senior management, contractors, and other Federal agencies to support, and report on status of, financial and other audits of USPTO information technology systems and coordinates with Office of the Chief Information Officer (OCIO) personnel to ensure that necessary technologies are being configured and deployed to support USPTO information technology security policies, directives, and processes. Provides a variety of advisory services, technical guidance, and training to employees and contractors on IT security policies and PKI requirements and capabilities and works with the Training and Communications Coordinator to ensure training content reflects current USPTO information technology security policies and Federal requirements. Represents the USPTO on various committees, working groups, meetings, and conferences involving the development and maintenance of IT security policies and PKI-related initiatives.

SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have had one year of experience which has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal service. Status applicants considered under Merit Program procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

EVALUATION OF QUALIFIED CANDIDATES:

will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Knowledge of, and experience in the implementation of, laws, regulations, policies, standards and guidelines applicable to information technology security.
2. Knowledge of, and experience with, Certification and Accreditation (C&A) requirements, processes and methodologies for major applications and general support systems, and knowledge of automated information system development life cycles and the applicability of IT security policies at the various stages of a systems life cycle.
3. Knowledge of Public Key Infrastructure (PKI) technologies and implementing both internal and external PKI solutions for a large organization.
4. Knowledge of, and the ability to apply, a wide range of IT project management principles, methods, tools, and techniques, including budgeting, project management, planning, and tracking.

NOTICE TO ALL APPLICANTS: US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231
WWW.USPTO.GOV

5. Ability to communicate orally and in writing with individuals and groups with diverse interests to accomplish program goals and objectives.

SELECTIVE FACTOR: Candidate must possess the following for consideration: Broad knowledge in formulating information technology (IT) security policies and experience in implementing security infrastructure solutions such as Public Key Infrastructure (PKI), firewall, centralized audit and logging solutions, intrusion detection systems, and other such technologies as well as familiarity with Certification and Accreditation (C&A) standards and processes.

How To Apply - SUBMIT THE FOLLOWING:

1. Candidates may submit a SF-171, Application for Federal Employment, an OF-612 or resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Status candidates who want to be considered under both merit promotion and competitive procedures must submit two complete applications. If only one is received, it will be considered under the merit promotion announcement.
5. Statement of qualifications relating to the Selective Factor and each of the Ranking Factors.

PLEASE REVIEW THE "VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION PAGE" THAT IS ATTACHED TO THE VACANCY ANNOUNCEMENT FOR FURTHER INFORMATION AND APPLICATION INSTRUCTIONS.

FOR SPECIFIC INFORMATION CALL: DUBLIN BYARS (703) 306-5789 TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at WWW.USPTO.GOV

MAILING ADDRESS:

U. S. Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P. O. Box 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON:

U. S. Patent and Trademark Office
Office of Human Resources
2011 Crystal Drive, Crystal Park One, Room 707
Arlington, VA



UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231
WWW.USPTO.GOV

VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. **The announcement number, title and grade of the position for which you are applying.**
2. **Personal information**
 - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
 - b. Social security number
 - c. Country of citizenship
 - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
 - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
 - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
 - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
 - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
 - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
 - a. Job title (include series and grade if Federal)
 - b. Duties and accomplishments
 - c. Employer's name and address
 - d. Supervisor's name and telephone number
 - e. Starting and ending dates (month and year)
 - f. Hours per week,
 - g. Salary
 - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
 - a. Job-related training courses (title and year)
 - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
 - c. Typing and/or stenography speed
 - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
 - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.

NOTICE TO ALL APPLICANTS: US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231
WWW.USPTO.GOV

13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.